



DEPUTY CHIEF OF STAFF FOR ENGINEERING HOUSING, ENVIRONMENT, AND INSTALLATION LOGISTICS

BULLETIN NO. 99-1

JAN 99

CHIEF, SUPPLY AND SERVICES DIVISION

RETIREES. Tom Bird, Chief of the Supply and Services Division, USAMC Installations and Services Activity (AMC I&SA) retired effective 1 Feb 99. Tom left us after almost 29 years of Government service -- 21 of those years with AMC I&SA. Tom's service as our senior expert in retail supply matters will be greatly missed. He has, over the years, served on many special projects and studies and was regularly commended by our customers for his outstanding assistance. We wish him a long and happy retirement.

Roseanne Monn is serving as Acting Chief for the transition period to assure uninterrupted operations until we reorganize to three divisions from our current four division configuration. Please refer to our homepage at <http://www.ria.army.mil/isa/> for our latest and most up-to-date functional assignments and POCs with phone numbers and e-mail addresses. (AMXEN/Mr. Cole/DSN 793-4531)

FACILITIES

FACILITIES ENGINEERING DIVISION SECRETARY TO

RETIRE. Ms. Sharon Courter, Secretary of the Facilities Engineering Division at AMC I&SA for 11 years, will retire on 28 Feb 99 with 29 years of Federal service -- 17 at AMC I&SA. Sharon started with us as a part time GS-3 Clerk Typist in Jul 81, and worked her way up to her current position of GS-6, Secretary-Stenographer/Office Automation. During her career, she successfully progressed from manual to electric typewriters to the increasingly complex world of computer-based word processing, e-mail, and automated word processing. We

will miss her diligence and knowledge of Division operations. (AMXEN-C/Mr. Tredrea/DSN 793-5918).

HASTA LA VISTA, BABY! THE U.S. ARMY MATERIEL COMMAND (AMC) PRIVATIZATION/ENERGY GURU MOVES ON.

Mr. John Nache of the Facilities Engineering Division is leaving AMC I&SA on 12 Feb 99 for employment with C. H. Guernsey Co, with over 15 years of Government service. John was primarily responsible for the AMC Utility Privatization and Energy programs for several years. Previous experience with the Activity was in Utility Contracting and Utility Management - which proved to be valuable experience for the Privatization and Energy programs. He will continue to work on Utility Privatization actions for Guernsey, a contractor to the U.S. Army Corps of Engineers. Mr. Ben Hulbert (DSN 793-4871) and Mr. Bob Reeves (DSN 793-8292) will assume the AMC Privatization and Energy program duties, respectively. Best Wishes, John. We'll miss you. (AMXEN-C/Mr. Tredrea/DSN 793-5918)

COMMERCIAL ACTIVITIES (CA). Army Audit Agency Report AA 98-340, Observations and Lessons Learned on A-76 Cost Comparison Studies, 22 Sep 98, contains some significant information and highlights the necessity for an effective workload collection system. An excerpt of the audit report concerning the workload collection system is provided below for your information. You can get the full report from Department of the Army (DA) Assistant Chief of Staff for Installation Management (ACSIM) at their website: <http://www.hqda.army.mil/acsimweb/ca>.

"b. Look at Workload Collection Systems Early. Most of the studies we were involved with relate to directorates of public works and logistics. Installations were taking a long time to put together their workload. At several locations, workload data wasn't readily available,

accurate or supported. Some installations had to put together several versions until they had a reasonably complete and accurate performance work statement. Momentum can be gained by having installations review their workload data early in the process soon after the installations notify their major command or the Army announces the study to Congress. Otherwise, several months can elapse between notification and announcement dates and when contractor and installation personnel actually start work on the study. Encouraging installations to begin refining their data collection systems soon after or even before they announce an activity for study should greatly help expedite development of the performance work statement and supporting workload data. Also, if installations use existing statements developed by other Army activities, it will help them determine what workload they need to collect."

The Directorate of Public Works (DPW) community has an effective workload data collection system in Integrated Facilities System-Mini/Micro (IFS-M) which provides the data necessary to support the Performance Work Statement (PWS) and the in-house bid for an A-76 cost comparison study. Aside from the A-76 implications, a workload collection system is needed as a tool for good management. The lesson learned is that the workload collection system needs to be in place and functioning in time to have valid workload data to support the study. Early planning and preparation are the key. (AMCEN-F/Mr. Foster/DSN 767-8122)

AMC FY 00 UNSPECIFIED MINOR MILITARY CONSTRUCTION, ARMY (UMMCA) PROGRAM.

On 21 Dec 98 HQ AMC submitted the following list of UMMCA candidates to DA for FY 00 funding consideration:

PRI	INSTALLATION	PROJ NR	DESCRIPTION	CWE (\$000)	DESIGN %
1	Adelphi LC	52015	Bldg 205, Fire Safety	2,050*	0
2	Detroit Ars	49308	Bldg 200. Sprinkler Sys	2,000*	0
3	Dugway PG	14157	Elevated Water Storage Tank	1,150	0
4	APG	49261	Test Fac, Fire Protection	800	0
5	Adelphi LC	50843	ERF Fire Safety Impr	600	0
* Cost exceeds \$1,500,000; however, project qualifies under the provisions of United States Code, Title 10 in view of the associated life/safety risks.					

This year the entire program consists of five life safety projects including installation of sprinkler systems, fire alarm systems, water storage tanks, and other fire safety improvements. (AMCEN-F/Mr. Norcom/DSN 767-3411)

CERTIFIED TRACK INSPECTORS COURSES. The U.S. Army Corps of Engineers Installation Support Center (CEISC (formerly U.S. Army Center for Public Works (USACPW)) is again sponsoring Certified Railroad Track Inspectors courses at the U.S. Army Engineer Waterways Experiment Station this year. The dates are 6-15 Apr 99

and 13-22 Jul 99. If your certification is now 3 or more years old, you may want to consider renewing it. The courses are tuition-free to Army civilian and military personnel. Call for more information or register directly with Richard Grau at (601) 634-2494. (AMXEN-C/Mr. Reindl/DSN 793-8264)

BATTERY ROOM SAFETY PRACTICES MINIMIZE HAZARDS TO PROPERTY AND LIFE.

Many modern power and electronic systems need to operate continuously with little or no downtime. As a result, emergency systems, including battery back-up power systems, are used extensively for critical system applications. Large banks of batteries provide necessary protection against power failure to electronic equipment, including automatic data processing, communication, medical, and other critical data processing equipment. These battery banks consist mostly of lead acid batteries containing sulfuric acid, and they generate explosive hydrogen gas continuously during normal charge operation and corrosive gases in the discharge mode. These inherent characteristics of batteries are safety hazards to both property and life. National Electrical Code, article 480, Storage Batteries, discusses proper installation, insulation, and location, including ventilation of batteries, to minimize these hazards. Additionally, other safety rules in the battery room should include access to the battery room by authorized personnel only, adequate ventilation and lighting, periodic inspection for electrolyte leakage and maintenance, and spill containment arrangement for large battery banks. (AMXEN-C/Mr. Biswas/ DSN 793-5832)

DESICCANT DEHUMIDIFICATION TECHNOLOGY.

As installations are faced with the facts of changing mission, increased utility costs, and smaller operating budgets, they are constantly looking for better, cheaper ways of doing business. Installed Real Property (RP) equipment is often the most limiting factor in providing the flexibility needed to make cost effective mission changes. Air handling systems, because of their inherent size and complexity, are not easily or cheaply increased in size or modified. Facilities requiring additional air conditioning capacity or humidity control are usually faced with the tough choices of either total system replacement or costly system modifications.

The thermodynamic design of an air conditioning system provides the coil capacity to remove both the sensible heat (the heat you feel) and the latent heat (necessary to remove water vapor from the air). To increase the size of a conventional air conditioning system you are faced with increasing the coil size (if possible) and increasing the chiller size. Depending on the size and location of the systems, the cost of the modifications required could be a deciding factor in whether you get the mission or not.

Desiccant dehumidification technology is not new. Desiccant dehumidifiers have been around for quite some time. The majority of all the Army's dehumidified warehouses use this technology. Recent advancements in the design of dehumidification equipment have opened the doors for use of this technology in commercial air conditioning

applications. Basically, the desiccant dehumidifier removes latent heat from the air stream and the conventional existing air coil removes the sensible heat. Consequently, the cooling capacity of the existing systems can be increased with substantial savings in energy and new equipment dollars.

This technology is not suitable for all applications. Usually areas where there is an abundant supply of natural gas for driving the regeneration cycle of the desiccant unit and high electric utility rates (which would reflect in a savings when considering the additional electric energy which would be required to drive the bigger chiller and air handlers for a conventional system) lend themselves to being prime candidates for desiccant applications. While there are many factors which require consideration when choosing the right air conditioning application, desiccant dehumidification should be considered as an alternative. The savings could be significant. If you require further information on this issue or any air conditioning system related assistance, please contact Mr. Dick Faith, AMXEN-C, DSN 793-6485.

AR 415-28, CATEGORY CODES, NOV 98, FOR ROADS SURFACED AND UNSURFACED. AR 415-28, Category Codes, Nov 98, is separating 85110 (Roads, Surfaced) into 85110 (Cantonment Roads, Surfaced) and 85710 (Training Area Roads, Surfaced). Also, 85130 (Roads, Unsurfaced) into 85130 (Cantonment Roads, Unsurfaced) and 85715 (Training Area Roads, Unsurfaced). Formal policy is forthcoming that will task installation training personnel to provide RP personnel with units of measure values for category codes 85710 (Training Area Roads, Surfaced) and 85715 (Training Area Roads, Unsurfaced). (AMXEN-C/Mr. Troyer and Ms. Terrill/DSN 793-8297/5646)

ADDITIONAL CHANGES TO REAL PROPERTY STANDALONE (RPS) INCLUDED IN INTERIM CHANGE PACKAGE (ICP) A08-11-04. RPS sites will notice additional changes in ICP A08-11-04.

Changes in the package for RPS ONLY include:

- ◆ Correction of Real Property Inventory (RPI) totals.
- ◆ Corrections to fix HQIFS Extract and Clearing Disposal Flags disposals.
- ◆ Converting from Microsoft Access 2.0 environment (not Y2K compliant) to Microsoft Access 97 environment.
- ◆ Revised totals in STORED QUERIES: RPI with Costs and RPI Without Costs.

Implementation of ICP A08-11-04 applies to both Government-Owned, Government-Operated (GOGO) and Government-Owned, Contractor-Operated (GOCO) installations. The RPS installations should receive ICP A08-11-04 during early Feb 99 time frame. (AMXEN-C/Ms. Terrill, Mr. Troyer, and Ms. Jennings (USAMC Installations and Services Activity (AMC I&SA) RP

consultants)/DSN 793-5646/8297/5907 -- **Request contractors initially contact Ms. Terrill or Mr. Troyer.**

YEAR 2000 (Y2K) – LESSONS LEARNED. One of the installation Commander's biggest Y2K concerns is off-post utilities. The installation contingency plans and rehearsals must address these concerns in detail.

Most of the areas the Y2K Compliance Manager (CM) is testing and certifying are under his control. This gives the CM a good degree of confidence in the device or service's compliance/noncompliance. However, the installation is typically dependent upon local utility providers (particularly electric, gas, water, and telephone) to sustain base operations. Local contact between the CM and the utility president remains the best way to determine utility company compliance should staff-level contacts fail to produce a utility compliance statement. The installation is normally a significant customer, and it is in the utility's interest to keep a major customer happy. If the utility ignores the CM, the installation Commander should become involved. Utility nonresponsiveness to the installation Commander implies a lack of Y2K progress on the utility's part, and may require major installation efforts to develop work-arounds. The nature of the work-around depends on the problem. Water stockpiling is fairly straightforward, while the ongoing telephone remediation efforts promise that the telecom side should be OK. Although the national electric grid's generating and transmission segments appear on track, the electrical distribution system is still causing concern. Installations should ask the utilities to provide Y2K certification letters and copies of their contingency plans and restoration schedules/customer priority lists. These will give the installation staffs a better idea of what electricity-related assumptions are valid. The installation may possess a small generating capability in the form of backup or emergency generators.

The utilities, particularly electric, are vital to the installations' operations, yet their monopolistic position makes developing alternative sources difficult at best. Cooperation remains the best approach to ensuring the utilities provide expected services on 1 Jan 00 and thereafter. (AMXEN-C/Mr. Podhurst/DSN 793-8295)

DA FIRE AND EMERGENCY SERVICES RISK ASSESSMENT FORMAT. No installation Commander will reduce the Fire and Emergency Services program below Department of Defense Instruction (DODI) 6055.6 until the Army Secretariat approves a waiver. Reducing below DODI 6055.6 could cause excessive risk to personnel and property. The Army Fire and Risk Services Risk Assessment is a tool to determine safe, cost-effective fire and emergency services options during downsizing. It includes factors for mission criticality, life safety, monetary value, and engineering upgrades to reduce operational fire department requirements. Waiver requests should include the risk assessment, which AMC I&SA has sent to all Major Subordinate Commands (MSCs). (AMXEN-C/Mr. Oehler/DSN 793-8260)

VALUE ENGINEERING (VE) – A FORMULA FOR

SUCCESS: VE is an organized effort directed at analyzing the functions of systems, equipment, facilities, services, and supplies to achieve success at the lowest life cycle cost consistent with required performance, reliability, quality, and safety. It differs from other cost saving initiatives because it seeks to optimize function rather than merely reduce cost. VE uses a structured procedure -- the VE Job Plan shown below -- to identify value improvements. It consists of six phases:

- **Information Gathering:** All pertinent essential information is gathered so the team members can analyze and understand the functions of the item or system under study. What is it? What does it do? What is it designed to do? How does it perform its function? What does each function cost?
- **Speculation:** Generate a large number of alternatives which provide the item's basic function(s) without considering their practicality. Creative techniques, such as brainstorming, are applied to generate a multitude of ideas. Care is taken to suspend judgement, criticism, and other negativity which might discourage participation of any team member.
- **Analysis:** Alternatives generated earlier are compared to the requirements criteria. Some alternatives are dropped because they cannot satisfy essential requirements. Others are refined and then ranked in order of feasibility and cost.
- **Development:** The most promising alternatives are developed into proposals for presentation. Alternatives are analyzed for technical viability, accuracy of cost estimates, and clarity of statements of advantages and disadvantages.
- **Presentation:** Developed alternatives are presented as formal proposals to decision-makers. The presentation includes necessary illustrations, graphics, and models and is tailored to the decision-making audience. Presentations are factual and concise and acknowledge contributors. Anticipated roadblocks to implementation are identified.
- **Implementation:** An approved implementation plan, with realistic scheduling and well defined responsibilities for action, is executed. Implementation should be monitored until completed.

A formal VE study (defined as a team study) shall be performed on all construction projects with Current Working Estimate (CWE) of \$2,000,000 and greater and on supply, service, and operation and maintenance projects with CWE exceeding \$1,000,000. Projects based on standard designs will receive a full VE study, and projects to be constructed by request for proposal type contracts will be subject to a VE study on the required criteria package prior to request issuance.

VE is an integral part of the design cycle and will be applied early (normally at completion of 35 percent or concept design). Where the parametric procedure is used, a study will be provided after completion of approximately 10 percent of the design (after a detailed cost estimate is available). (AMXEN-C/Mr. Penmatcha/ DSN 793-8296)

UNBALANCED ELECTRICAL SYSTEMS. At many AMC installations, mission requirements have been re-duced resulting in increasing single phase loads. Place-ment of single phase loads on a three phase electrical distribution system without regard to what phase the connection is made can lead to unbalanced conditions throughout the system. Unbalanced phase voltages can create problems: e.g., when line voltages applied to a polyphase induction motor are not exactly the same, the full speed unbalanced current will be approximately 6 to 10 times the percentage voltage unbalance and temperature rise will be increased considerably. If your electrical distribution system is currently unbalanced and/or you have installed several single phase loads on your system, you should perform a survey to identify these loads. Balance your primary phase voltages by shifting single phase loads along the distribution system until a minimum primary voltage unbalance is obtained. (AMXEN-C/Mr. Taylor/ DSN 793-6656)

AMC PUBLIC WORKS AND NATURAL RESOURCES WORKSHOP.

Mark your calendars! AMC is hosting a joint Public Works and Natural Resources Workshop, 14-17 Jun 99. The conference will be held in the new Lady Luck Hotel in Bettendorf, Iowa. Public works topics center on what has worked for others, what we need to know for tomorrow, and a sprinkling of new policy to enable us all to work within the system and stay out of trouble. Natural resources topics center around supporting installation missions through sustained stewardship practices. We will rely on installations to bring forward lessons learned from practical application and experience. More details will be coming in the future. If you want to make sure you get involved in this exciting event, contact Dick Faith, DSN 793-6485 or (309) 782-6485, fax: 793-7566 for public works concerns or Rich Clewell, DSN 793-8252 or (309) 782-8252, fax: 793-7566 for natural resources concerns.

THE 1999 ITERATION OF THE INSTALLATION STATUS REPORT (ISR).

Initial guidance for the 1999 ISR left the Pentagon 4 Jan 99. The second half of that guidance package (including all software updates and installation unique data bases) was sent 15 Jan 99. These packages were sent directly to the installation's and Major Subordinate Command's (MSC's) overall ISR Points of Contact (POCs), who must finish the distribution process to the individual Part POCs. Major Army Command (MACOM) guidance will follow shortly thereafter. The MACOM due date for installation/ MSC submissions remains 15 Apr 99.

This year's ISR will be much like last year's, with these exceptions:

- Savanna Army Depot Activity and Vint Hill Farms Station will no longer report ISR II due to their closure status;
- Part III is reduced to 27 Major Service Areas but expanded to include "quality" as well as "quantity" standards;
- Three installations -- Detroit Arsenal, Picatinny Arsenal, and Tobyhanna Army Depot -- are designated as AMC's formal test sites for Part III. The Part III test sites will be required to fill out a questionnaire and provide comments following their Part III submissions.

Despite popular opinion, your efforts in preparing ISR are not in vain. Following Congressional testimonies by the Service Chiefs last fall, Congress and the President began to listen to valid concerns about the Army's readiness. According to the Army's proponent for the ISR, COL Toops, ISR played a vital role in substantiating the Army's need for plus-ups to our Base Operations Support (BOS) and Real Property Maintenance (RPM) budgets. The Navy and Air Force, lacking a formal condition measurement system like ISR, did not fare as well. As a result, the Army's FY 00 BOS budget was increased 27 percent and the RPM budget was raised 20 percent. The Army's plan to "buyout" our Facilities Maintenance Backlog (over 20 years) to bring all facilities up to at least a C-2 condition was funded at 50 percent of the annual requirement.

While the good news about ISR's positive budget effects pertains mostly to direct appropriations, Army Working Capital Funded (AWCF) installations have found positive applications for their ISR data. Recent inquiries among depot DPWs have found ISR data being used to shape and prioritize Annual Work Plans. The eyes of the "building occupants" have served the DPWs well as an extension to their limited staff of facilities inspectors. Despite these benefits, many AWCF sites still feel that ISR Part I is too time and labor intensive for the benefits received. Based on this feedback, the U.S. Army Industrial Operations Command's (IOC's) ISR Part I POC, Tom Shields, DSN 793-1407, has initiated a suggestion requesting relief from ISR Part I reporting for all their AWCF funded sites. As of the date of this publication, this suggestion is still locked within IOC's review/approval channels and will NOT affect the 1999 reporting cycle.

Your AMC support staff for the 1999 ISR are: Part I, Mr. Steve Townsend, DSN 793-8367; Part II, Ms. Margie Moffitt, DSN 793-5040; and Part III, Mr. Marty Morris, DSN 793-8301. The AMC overall coordinator for ISR is Mr. Ken Krambeck, AMXEN-C, DSN 793-8291

1999 ISR PART I SUBMISSION. I will continue as the POC for ISR Part I, Infrastructure. The information packets should start arriving in mid-January. For Part I, it will be very important to use your RPI prior to ICP 11-04 that incorporates the RP categories in the revised AR 415-28, Nov 98. You will need a copy of your old RPI for the automatic download feature to work. Since ISR is

used for Army-wide data collection and budgeting decisions, your accurate reporting is paramount. (AMXEN-C/Mr. Townsend/DSN 793-8367)

DD FORM 1391 SEMINAR OR "HOW TO SUCCEED IN GETTING THE PROJECT YOU NEED." Attendance at the ACSIM-sponsored seminar by installation personnel is well worthwhile. DA personnel strongly support the training with their attendance and participation. Many stated their reliance on DD 1391 authors. For an investment of 1 day, plus travel time and expenses, preparers can learn from DA-level people what is important and appropriate, who the audience is, and how to carry their project successfully through the system. Two CONUS seminar dates are still open. Session 99-04 is 23 Feb 99 in Dallas, TX. Session 99-05 is 25 Feb in Decatur, GA. Call Mr. Pete Tamlin, DAIM-FDC, (703) 692-9207, for attendance information.

FORCE PROTECTION DESIGN STANDARDS. Although significant engineering guidance is available for designing protective structures, AMC has no design standards addressing minimum requirements. These standards are now being drafted. If you are developing project requirements or would like to contribute information or ideas before the guidance is completed, please contact me. (AMXEN-C/Mr. Shepherd/DSN 793-8368)

REAL ESTATE

AMCEN-R CONTINUES ACTIVE DEVELOPMENTAL ASSIGNMENT PROGRAM. AMCEN-R has always been an active leader in promoting, arranging and participating in developmental assignment programs. Last year Ms. Naomi Chisley, a General Services Administration (GSA) employee, spent 60 days at HQ AMC working in the Real Estate Management Division. There have been numerous participants both within and outside the AMC organization in years prior. The latest initiative involves a temporary transfer of personnel between AMCEN-R and the Corps of Engineers (CE). Robert A. "Andy" Wilson of the Mobile Engineer District and Harold Duck of AMCEN-R have traded places of employment for a temporary period of 120 days. Andy's assignment will introduce him to the MACOM way of conducting real estate management, while Harold's visit will acquaint him with the Corps perspective of handling MACOM requests. Both offices benefit from the training by gaining knowledgeable employees who will be able to facilitate real estate actions by understanding the functional requirements of other offices. Andy can be reached at DSN 767-9282 and Harold at (334) 694-3667. (AMCEN-R/Mr. Wilson/ DSN 767-9282).

SENIOR REALTY SPECIALIST (SRS)/PROVISIONAL REAL PROPERTY OFFICER (PRPO) CERTIFICATES. The AMC Real Estate Management Division is preparing certificates for persons designated as SRS or PRPO. We will forward the certificates to the individual SRSs and PRPOs upon completion. We developed the SRS

program on Mar 96 as a method of empowering MSC/ installation personnel with demonstrated experience and expertise in the area of AMC controlled RP. We expanded it in Aug 98 to include PRPO. We currently have 9 designated SRSs and 19 designated PRPOs in AMC. The current SRS/PRPO program authorizes MSC and installation Commanders with SRS(s) and PRPO(s) on staff to approve certain real estate actions as delegated by AMC Delegations of Authority 10-98 and 11-98. (AMCEN-R/Mr. Carter/DSN 767-9895)

AMC CULTURAL RESOURCE MANAGEMENT TRANSFERS TO AMC I&SA. For information on this subject, please see the article under the ENVIRONMENTAL QUALITY section on page 7. (AMCEN-R/Mr. Carter/DSN 767-9895)

ENVIRONMENTAL QUALITY

A GUIDE TO ESTABLISHING INSTITUTIONAL CONTROLS (ICs) AT CLOSING MILITARY INSTALLATIONS. DOD has issued a guide to establishing IC at Base Realignment and Closure (BRAC) installations. This guide supplements the land use matrix developed under the Feb 96 "Guide to Assessing Reuse and Remedy Alternatives at Closing Military Installations" by helping to ensure compatibility between the selected land use and the selected remedy. The land use matrix is intended as a tool to build consensus among BRAC Cleanup Teams (BCTs), Local Redevelopment Authorities (LRAs), Restoration Advisory Boards (RABs), and other community members, as well as to identify and resolve the complex restoration and reuse issues at closing installations. This guide further explains land use restrictions, namely ICs, that may be associated with a restoration and reuse alternative and is intended to:

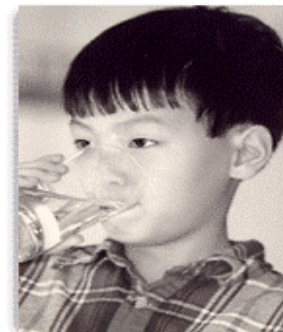
- Facilitate, early in the process, discussions among stakeholders.
- Enhance understanding of ICs, i.e., what they are and how they might be used as part of a proposed remedy alternative in the BRAC cleanup program.
- Act as a planning tool and checklist to assist stakeholders in considering a selected remedy which does in fact include the use of ICs.
- Provide a framework for building cooperation among the stakeholders in the establishment and maintenance of ICs.

For detailed information concerning this guide please visit:
<http://www.dtic.mil/envirodod/brac/icguide.html>.
(AMCEN-A/Mr. Cunanan/DSN 767-2324)

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) MANUAL FOR INSTALLATION OPERATIONS AND TRAINING (FINAL), JUN 98. The CE has just published

for DA subject manual on NEPA. It provides excellent guidance on preparing environmental documentation for Army Installation Operations and Training. Some of the topics addressed are Military Construction/Operations and Maintenance; Materiel Acquisition and Fielding; Military Training; Force Structure Management and Stationing; RP Master Planning; Land Acquisition and Withdrawals for Military Use; RP Acquisition, Granting Use, and Disposal; Morale, Welfare, and Recreation Programs; Environmental Management Plans (e.g., INRMP, ICRMP, IPMP, Endangered Species Management Plan, and ITAM program plan) and many others. An electronic version of this manual is to be made available on U.S. Army Environmental Center's (USAEC's) web-site. (AMCEN-A/ Mr. Lowe/DSN 767-9386)

COMMUNITY RIGHT-TO-PANIC? A new regulation from the U.S. Environmental Protection Agency (EPA) requires suppliers of public drinking water to send customers annual reports on water quality. You will have to send out the Consumer Confidence Reports starting Oct 99 and 1 Jul annually after that.



There is no need for installations to panic, but you do need to start planning how you are going to present the information. The EPA is developing draft guidance which will be presented to the public for comments this winter. It was not available yet at publication deadline. Likewise, USACPW (now CEISC) drafted a technical bulletin last August and the DOD Safe Drinking Water Act Steering Committee is planning on a DOD-specific "purple" report model. In the meantime, alert your Public Affairs Office (PAO) that this reporting requirement is coming up and collaborate with them. In addition to the EPA, DOD, and USACPW guidance, you must still tailor your report to your installation. Work on making the reports understandable and translatable by your water customers. Here's basically some of what the water quality reports must contain:

- Water Source information.
- Term definitions.
- Identify contaminant levels.
- Potential health effects.
- Compliance with the National Public Drinking Water Regulations.
- Variances and exemptions.

- Where to go for more information on water quality.

Here's why you should start working ahead of time with your PAO. Technical information like "parts per billion" and "Volatile Organics" that we throw out in daily conversations may mean different things to your employees and residents who will be reading your water quality report. At a Risk Communication Class a few years ago, we learned that most people think "ground water" is water on top of the ground, and that the word "volatile" is associated in their minds with explosives. When we technical types read "water has less than 4 ppb" of some toxic chemical, we know that means the concentration is below the detectability limits of the laboratory test. However, a non-scientific person might wonder "Why isn't it zero?" and conclude the water is unsafe to drink.

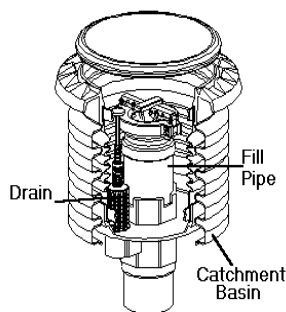
Present technical terms in understandable ways while being technically accurate. It's not an easy chore. Doesn't the term "picocuries" sound like a lot of curies? Graphs and charts must be clearly understandable.

To prevent a mad rush of your employees and residents running to buy bottled water, you want your reports not only to be technically accurate, but to present them in a positive way. Use the Consumer Confidence Reports (CCR) as a means to educate your customers, especially about cross connections. Use the reports to prove to them the water is safe and to show them how hard you work to keep the water safe for them to drink.

We'll let you know as more guidance becomes available. Please call us if you have questions about the CCR. For information on the CCR, contact Joe Stanuszek/DSN 793-4732 or (309) 782-4732, e-mail: stanuszekj@ria.army.mil. (AMXEN-U/K. LaFrenz/DSN 793-8263)

AMC CULTURAL RESOURCE MANAGEMENT TRANSFERS TO AMC I&SA. AMC I&SA serves as the Program Manager (PM) for AMC natural resources and now will add cultural resources PM responsibilities. HQ AMC is transferring management responsibility for cultural resources to AMC I&SA. The transfer should be completed during 2d Qtr, FY 99. The new AMC POC for cultural resources is Mr. Rick Sharp instead of Mr. Don Carter of HQ AMC, AMCEN-R. AMC I&SA will manage all cultural resource issues, with the exception of BRAC actions. These will continue to be managed between the HQ AMC BRAC Office and the Fort Worth District CE. AMC I&SA will continue to utilize the Fort Worth District employee to AMC I&SA to work as an integral member of our conservation team. We believe this will expedite and improve our service to you. If you have questions regarding this transfer or need assistance, please call our POC. (AMXEN-U/Mr. Sharp/ DSN 793-6258)

AMC PUBLIC WORKS/NATURAL RESOURCES WORKSHOP. See the FACILITIES section, page 4, for information on this workshop scheduled for Jun 99,

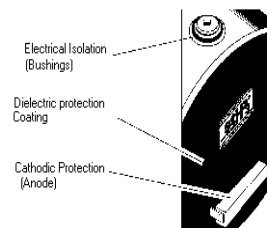


TANK AUDITS ARE HEADED YOUR WAY.

EPA informs us that they are beefing up the EPA Underground Storage Tank (UST) offices in the states to audit compliance with the UST requirements that took effect on 22 Dec 98. Better be prepared for an audit. Now would be a

good time to do a check that you are meeting the requirements for release detection, spill and overfill protection, and corrosion protection. For example, does the external overfill alarm system or automatic shut-off device work? Do you check for and remove dirt and trash from the spill bucket (see above graphic)?

Do you respond to leak detection alarms? Are you following maintenance and calibration schedules for your release detection devices? Is the cathodic protection system turned on (see graphic below)? Are you sure? Did you conduct a cathodic protection test 6 months after installation and every 3 years thereafter? Is piping cathodically protected also? We've seen cases where cathodic protection was defeated because additional grounded metal had been attached to the tank.



The EPA just published a tank outreach guide, The Simple Solution to the Storage Tank Puzzle. It has summaries of requirements for UST and aboveground tanks under 40 CFR 112 and 280. To get your copy, direct your browser to <http://www.iwpextra.com>. Enter filename ee98054.pdf. If this doesn't work for you, call and we can send you a hard copy. (AMXEN-U/Ms. LaFrenz/DSN 793-8263)

NEPA DOCUMENTS – ARE WE REINVENTING THE WHEEL? Do you have a requirement to prepare a Natural Resources Management Plan? Are you planning to renew a lease or contemplating property disposal? Do you have a need to construct a petroleum, oils, and lubricants facility? Installations are constantly proposing actions that require environmental evaluation and subsequent documentation. There are some actions/projects required by installations that are fairly similar, and possibly an environmental document already exists.

USAEC maintains a repository of approximately 2,700 NEPA related documents. These documents include Environmental Impact Statements, Record of Decisions, Environmental Assessments, Finding of No Significant Impacts, programmatic-type evaluations, studies, plans, etc. A listing of these documents can be found on the Defense Environmental Network and Information Exchange (DENIX) under the DOD Menu, Library, Environmental Planning, USAEC NEPA Technical Support Services Index. The internet address for DENIX is: <http://denix.cecer.army.mil/denix/denix.html>. (To

access the DOD Menu, you will need to request a login and password, select Registration, and follow directions). Upon reviewing the listing, if you want a copy of any of the documents, contact Mr. Paul Martin at USAEC, DSN 584-1557 or (410) 436-1557, e-mail: pamartin@aec.apgea.army.mil. (AMXEN-U/Ms. Moffitt,/DSN 793-5040)

TOXIC RELEASE INVENTORY (TRI) REPORTS FOR CY 99 INCLUDE MUNITIONS.

In 1993 Executive Order 12856 required DOD to start reporting toxic and hazardous chemical storage, usage, and release under the Emergency Planning and Community Right To Know Act (EPCRA). Until now the manufacture, process, and otherwise-use of munitions have been exempt from reporting requirements. Now that the Military Munitions Rule has been adopted by EPA, and starting with CY 99, installations must report all Open Burning/Open Detonation (OB/OD) and chemical demilitarization operations on the 1 Jul 00 Form R if the thresholds are met. Ensure your installation personnel involved in munitions management record all munitions demilitarization operations during CY 99 by DOD Identification Code, NSN, Final Disposition, and number of rounds or pounds net explosive weight.

To summarize, EPCRA is divided into several parts, some of which apply to munitions:

- Emergency Planning and Reporting Requirements, Section 301-305, now requires DOD installations to provide their emergency response plans for munitions related incidents to the Local Emergency Planning Committees (LEPCs).
- Section 302 of EPCRA requires facilities to inform emergency planners about the presence of extremely hazardous substances, including those in munitions and munitions-related items.
- Section 304 of EPCRA requires installations to report accidental off-site releases of extremely hazardous substances from munitions and munitions related items.
- Section 311-312 requires reporting of hazardous chemical inventories. Hazardous chemical components of munitions and munitions related items stored in bulk are subject to this reporting. Stored munitions end items (rockets, bombs, fuses, initiators, bursters, etc.) are exempt.
- Section 313 requires the TRI Report, known as Form R. DOD had deferred TRI reporting on EPCRA Section 313 chemicals released or transferred from munitions activities, other than manufacture, until after the Military Munitions Rule was in place and they developed a mechanism to report. In Mar 98 DOD signed EPCRA policy establishing criteria for TRI reporting on munitions waste management activities, which include disassembly, dismantling, mutilation, recycling, recovery, reclamation, reuse, and

treatment. Treatment includes OB/OD detonation, incineration, chemical neutralization, and other methods which alter the chemical composition of the munitions and/or its components. For now, a narrow exemption applies to munitions related items tested as part of a laboratory activity at a DOD designated test facility. This might change in the future.

(AMXEN-U/K. LaFrenz/DSN 793-8263)

RECYCLING OF FIRING RANGE SCRAP. DODI 4715.4, 18 Jun 96, Pollution Prevention, allows scrap metals gleaned from firing ranges to be sold through a Qualified Recycling Program (QRP). Last May, the Office of the Under Secretary of Defense (OUSD) issued clarification of DOD regulations covering recycling of these items. The clarification included:

- Mixed metals gleaned from firing range clearance is defined as material (e.g., shrapnel) which is in a form that is unrecognizable from its original configuration and does not require further demil, and which is not a Munitions List Item or Commerce Control List Item.
- Firing-range scrap consisting of expended brass and mixed metals must be certified as safe before QRPs accept the material for disposal.
- All other scrap from Ammunition, Explosives, and Dangerous Articles (AEDA), even if certified safe, shall be sold through the Defense Reutilization and Marketing Service.
- Offers for sale must include the "Dangerous Property" clause in all contracts.
- Personnel operating QRPs must be trained to accept, store, inspect, and sell this material.
- QRPs must segregate firing-range scrap from other mixed metals.
- QRPs must maintain a list of personnel authorized to certify firing-range scrap as safe.

Reference: Memorandum, OUSD, 15 May 98, subject: Recycling of Firing Range Scrap Consisting of Expending Brass and Mixed Metals Gleaned from Firing Range Clearance Through Qualified Recycling Programs.

More guidance will be coming out on training and procedures. (AMXEN-U/Ms. LaFrenz/DSN 793-8263)

INSTALLATION LOGISTICS

NOW IT'S TIME TO SAY GOODBYE... Jerry Johnson left the AMC I&SA Equipment Management Division 2 Jan 99 after 32 years of Federal Service; 20 of those years were spent at AMC I&SA helping you improve your equipment management programs and get needed

materials handling and construction equipment. Mr. Don Fuglsang has taken over for Jerry. You can reach Don at DSN 793-8361, and e-mail: fuglsangd@ria.army.mil.

Jean Fox, also from our Equipment Management Division, will retire 27 Mar 99 with 34 years of Federal Service -- 27 with AMC I&SA. Jean began her AMC I&SA career in the Authorization Management Branch and later moved to Transport Management where she performed Administrative Transport Management Surveys and eventually became the AMC Fire Truck manager. Mrs. Nancy St. Clair is taking over for Jean and you can reach her at DSN 793-6334 and e-mail: stclairn@ria.army.mil.

Jim Lavine, from the Supply and Services Division, departed 2 Jan 99. Jim had 35 years of Federal Service, 14 of those spent at the Activity performing Command Supply Management Reviews (CSMRs) and assisting/training you in conducting physical inventories and clarifying supply guidance. His work is divided among the other remaining Supply folks. You can get answers to your questions by calling DSN 793-5321, and e-mail: amxen-s@ria.army.mil. (AMXEN-E/Mr. Johnsen/DSN 793-3900/AMXEN-S/Mr. Bird/DSN 793-5321)

U.S. GOVERNMENT LICENSE PLATES. For those of you not aware of this capability, you can lease against your nontactical vehicle Tables of Distribution and Allowances (TDA) authorization for up to 1 year if the type of vehicle required is not available from GSA. The procedure requires you to call us for approval and a Lease Log Number. You then provide us with the Vehicle Identification Number (VIN), contractor name, and contract number, and we will send you Government plates. Registered mail or some other traceable means is the only way these plates can be sent to you or back to us. Do not confuse these plates with U.S. Army registration numbers required for "Government owned" vehicles. The plate is a metal plate just like your state plates. They are white with blue markings and the number for the army starts with a "W." They also have "U.S. Government" printed at the top of the plate. Using these plates is generally a cost savings to the Government because the contractor does not have to apply for state plates.

If the vehicle requirement still exists after the lease expires and you need to renew the contract, call us for a renewal of the Lease Log Number. Send us the new VIN and contractor information after replacing the vehicle. The update of this information is an ongoing process and seems to fall by the wayside a lot of times. In addition, the return of plates after the requirement no longer exists is imperative. Due to downsizing and retirements, knowledge of this process and the accountability of these plates are getting lost.

If you work for DA and are aware of any of these plates not in use, please contact me for the proper way to return them. If you are the person responsible for leasing vehicles or the accountability of these plates, make sure you keep our database updated. The e-mail system is so

convenient this shouldn't be a problem. We are responsible to DA for this program and have even received calls from security type agencies trying to identify a vehicle with Government plates. If the AMC database identifies you as the unit assigned this plate and there is improper use of the vehicle or the plate was lost and not reported to us, you, of course, would be responsible. If you have plates not in use, RETURN THEM!! (AMXEN-E/Mrs. Emerick/DSN 793-8322)



ACQUISITION OF REACH STACKERS (R/S) HQDA has provided U.S. Army Tank-automotive and Armaments Command with funding to purchase and distribute eight R/S. This distribution will provide all Tier I and II installations, as well as Combat Equipment Group -

Asia, with operational capability to utilize deep well double stack rail cars. R/S will also give these installations the capability to stock and distribute containers in support of peacetime and contingency operations. These R/S will replace selected 50,000-pound Rough Terrain Container Handlers (RTCH). The RTCHs will fill authorized shortages within U.S. Army Forces Command and the U.S. Army Reserve. (AMXEN-E/Mr. Fuglsang/DSN 793-8361)

DESK AUDIT PROCEDURES. We will perform a desk audit of your equipment authorizations when the total is less than \$1 million IAW AR 570-7, 22 Jan 91, Equipment Survey Program (ESP). If you fall into this category, we will review equipment authorized on your TDA every 4 years. This audit will replace the ESP Review we perform as part of our assistance reviews. Ninety days prior to your audit, you will receive a memorandum requesting:

- Onhand assets with a dollar value of \$100,000 or more and all HQDA controlled items, regardless of the dollar value.
- A list of all loaned, leased, or rented equipment.
- A list of excess items turned-in 90 days prior to the desk audit and current turn-in items.
- Items on the lists should include the nomenclature, line item number, national stock number, quantity, and how you authorized the equipment. The excess turn-in list should also include document numbers.

After reviewing this information, we will update your TDA accordingly and provide you a copy of the ESP report. Contact or e-mail me at grobep@ria.army.mil if you have any questions regarding desk audits. (AMXEN-E/Mrs. Grobe/DSN 793-3482)

EXCESS EQUIPMENT REDISTRIBUTION WEBSITES OF INTEREST. When you need equipment, remember -- the first source of supply is excess. We have listed a few sites that may help you on your quest. This list has

Government databases along with a brief description of the site contents.

http://www.ria.army.mil/isa/ - The AMC I&SA website. We have the AMC Excess Equipment Redistribution Program. It also has links to many of the following sites.
http://www.drms.dla.mil/newtrd/html/property_search.shtml - Defense Reutilization Marketing Service (DRMS) web page. The entire DRMS inventory is available for search. Also, through the Contractor Inventory Redistribution System (CIRS), reusable property no longer needed by DOD contractors is made available for redistribution. Most CIRS material is new.
http://www.disa.mil/cio/darmp/excess.html#excess - The Defense Installation Services Activity's Chief Information Officer and the Defense Automation Resources Management Program (DARMP) Division maintains and manages the Information Technology (IT) Excess Catalog. Their redistribution program provides an excellent opportunity for DOD and all Federal agencies to reduce IT acquisition and operating costs. There are a variety of items to choose from, including com-puters, printers, scanners and other peripheral items.
http://pub.fss.gsa.gov/property.html - GSA has a Federal Disposal System database. Read the user procedures for your login and identification prompts. You may find some, many, or in some cases, all of these sites useful.

Please call me with any additional sites of interest and I will update you with future bulletin articles. (AMXEN-E/Ms. Parker/DSN 793-8303)

EQUIPMENT AUTHORIZATIONS WEBSITE OF INTEREST. We have profiled a site that will prove helpful with equipment authorizations. The Management of Change Window is just around the corner, so bookmark this site or add it to your favorites.

- <http://www.afms1.belvoir.army.mil/afms/fmbbin.htm> - The Force Management Bulletin Board website provides lots of great information.

The Automated Basis-of-Issue (ABOI) guidance program has been developed to provide the information previously contained in appendixes B, C, D, and E to AR 71-13 (now superseded by AR 71-32). There is also an ABOI database with query access. It also has The Army Authorization Documents System-Redesign (TAADS-R) pages. These contain information intended primarily for use by TDA developers, reviewers, and users. Currently it contains an explanation of remarks used in TAADS documents consisting of :

- Authorized Level of Organization (ALO) codes.
- Command assignment codes.
- Personnel grade codes.
- Military Civilian Personnel remarks.
- Basis of distribution remarks.
- Standard personnel remarks.

You may find this site useful. Please call me with any additional sites of interest and I will update you with future bulletin articles. (AMXEN-E/Ms. Parker/DSN 793-8303)



FACILITIES AND EQUIPMENT MAINTENANCE (FEM) SYSTEM STATUS. The Joint Logistics Systems Center and the Assistant Secretary of Defense for

Command, Control, Communications and Intelligence selected the FEM System to fully manage maintenance of facilities and equipment supporting the DOD depot mission maintenance function. The FEM, based upon a commercial off-the-shelf product called MAXIMO, developed by Professional Software Development, Inc. is customized for each service's functional needs. The Anteon Corporation, Montgomery, AL, has a contract through GSA to develop and implement each service's FEM. The Anteon Corporation subcontracted the training to Lockheed-Martin. Government project management currently resides with the Naval Systems Support Group Norfolk, VA, and they function as the contracting officer's representative. The AMC Equipment Manager is now the Army FEM manager.

Right now FEM is in the Design/Code/Unit Test phase of development and interfaces with AMCISS, ATAAPS, and DPAS are under construction. AMC plans to conduct system testing from Mar to May 99. The Initial Operational Capability slated for Tobyhanna, Anniston, Letterkenny, Corpus Christi, and Red River Army Depots starts in Jun 99. Projected final implementation is Nov 99. (AMXEN-E/Mr. Morris/DSN 793-8301)



DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS) RELEASE 8.0.

Reports from AMC testers involved in the system acceptance test at Chambersburg indicated release 8.0 looked pretty good. The Industrial

Logistics Systems Center (ILSC) is finishing last minute changes at this time and a release of the software and conversion to Graphical User Interface (GUI) starts after 15 Jan 99. Availability of the maintenance and utilization module for release 8.1 follows about a month later.

To refresh your memory, the GUI version of DPAS requires users have a personal computer operating Windows and capability of supporting 32 bit applications such as Windows 95 or Windows NT. Users will personalize their interface with DPAS. The multiple document interface allows users movement from one process to another without exiting a current process. The IQ/OBJECTS replaces Q/RW and ILSC developed programs replace X-EASY inquiries. The minimum system requirements for the GUI DPAS are:

CLIENT HARDWARE	CLIENT SOFTWARE
IBM compatible 486 PC	Microsoft Windows 95 or NT
16 MB of RAM	Cincom NetConnect
33 MHz Processor	Micro Focus Dialog Systems
50 MB of free disk space	IQ Software Personal, Quick Query or Reporter

Computer based training for the conversion is available for you on the DPAS website at <http://www.dpasweb1.day.disa.mil/>. We highly recommend users take the training as soon as possible. (AMXEN-E/Mr. Morris/DSN 793-8301)

PREPARATION OF MEMORANDUM REQUESTS (MRs) FOR AUTHORIZATION INCREASES.

We have a recent downturn in our approval rate on MRs to increase the equipment authorizations in the TDA. We have a few suggestions to help you prepare your requests. The first and most important part of your request is the justification. Your justification must be easily understandable by someone who is not intimately involved in your mission. There is a checklist of questions in AR 71-32, 3 Mar 97, Force Development and Documentation Consolidated Policies, Appendix E. If you answer each of these questions its hard not to have a thorough justification. Also, check AR 71-32, Appendix D, to see if the type of equipment you're asking for appears. Appendix D is where you will find additional authorization guidance for specific types of equipment. If you're asking for an authorization for equipment you currently have on loan, you must include the utilization data. Remember -- doing a thorough job in preparation speeds your request. Many complaints we receive about slow response on MRs relate directly to insufficient information on the request. We would be happy to help you with your MRs. If you have questions or want us to informally review your request in advance, please contact Mr. Clint Mecham at DSN 793-8321 or commercial (309) 782-8321, e-mail: mechamc@ria.army.mil. (AMXEN-E/Mr. Mecham/DSN 793-8321)

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) ISSUES FINAL RULE ON POWERED INDUSTRIAL TRUCK (FORKLIFT) OPERATOR TRAINING.

OSHA issued the final rule 1 Dec 98 changing the industrial truck operator training standard. All installations should review their program to ascertain compliance. The new rule requires employers to develop a formal training program. If the employee's hire date is before 1 Dec 99, initial training and evaluation of the employee must be completed by 1 Dec 99. If the employee's hire date is after 1 Dec 99, you must complete initial training and evaluation before the employee operates a powered industrial truck on the job. Training must consist of a combination of classroom instruction and hands-on training. OSHA has provided a list of topics each training program must address. A designated person with the requisite knowledge to judge the operator's competency must conduct all training. Evaluations of each operator's performance must be part of the initial and refresher training and at least once every 3 years. OSHA estimates this rule will prevent 11 deaths and 9,422 injuries per year. For more information, you can review the final rule and supplementary information at the website: www.osha-slc.gov/FedReg_osha_data/Fed19981201.html. (AMXEN-E/Mr. Mecham/DSN 793-8321)

AFTER CHRISTMAS GIVE AWAY. We have additional copies of AR 71-32, 3 Mar 97, Force Development and Documentation - Consolidated Policies available. This regulation provides a good reference guide for your personnel who deal with equipment management, equipment authorizations, basis-of-issue plans, TDAs, equipment usage, equipment walk-through usage reviews, equipment utilization management plans, and

much more. So, if you need a copy, give us a call and we will mail you one. Hurry, they're going fast. (AMXEN-E/Mrs. St. Clair/DSN 793-6334)

ISR PART III. 15 Jan 99 is the day ACSIM is publishing FY



99 ISR implementation instructions. We expect the package to contain implementing instructions, ISR standards, a computer based training CD for Part III, and ISR software. The information will be available on the ISR website at

www.hqda.army.mil/acsimweb/ops/ops.htm also on 15 Jan. We scheduled ISR III live training for the HQ staff 14 Jan 99 and 21 Jan 99 for installation POCs. Direct questions concerning ISR to the ISR Hotline in addition to contacting the AMC I&SA focal point. The ISR Hotline is (877) 446-8477 or e-mail: hotline_isr@bah.com. (AMXEN-E/Mr. Morris/DSN 793-8301)

UPDATE ON AUTOMATION RESOURCES MANAGEMENT SYSTEM / DEFENSE INFORMATION TECHNOLOGY MANAGEMENT SYSTEM (DITMS) CONVERSION COMPLAINTS:

In Jul 98 we requested written complaints from AMC DPAS users regarding use of the DITMS module for reporting excess Information Management Equipment. Several installations responded and we continue receiving numerous verbal "distress calls." Please continue providing your issues formally or informally by writing, e-mailing, or faxing. We need to acquire statistics in support of AMC users' shortfalls with the DOD system.

On 17 Nov 98 we compiled responses and forwarded the documentation to the Defense Information Systems Agency (DISA). Our objective of providing DISA with written statistics instead of verbal complaints (voiced by the majority of AMC DITMS users) was now in-process. We received a rapid response from Ms. Gina Meehan, Division Chief, Defense Automation Resources Management Program (DARMP). She acknowledged your complaints and provided status of resolution. Also, Ms. Meehan stated that most DOD users had similar complaints as yours.

The good news: The DITMS Draft User's Guide should be available within the next few weeks and DISA personnel labor with intensity fixing system deficiencies. The so-so news: Some "bugs" are stubborn, new "bugs" hit the scene, and much patience is required.

Meanwhile, please track your problems and questions and provide back-up statistics to us. We'll continue coordinating with DARMP and keep you informed. (AMXEN-E/Ms. Ramos/DSN 793-3266)

INSTALLATION SUPPORT SYSTEM Y2K UPDATE. The latest Y2K data calls from our 62 installations indicate that we are 96 percent compliant. We are still working to completely update all systems for Y2K. Due to some vendor delays in providing our fixes, we still have a few

more systems to correct. Our latest numbers in the four categories are:

	ASSESSED	NON-COMPLIANT	FIXED
HVAC	2,219	53	53
TRAFFIC LIGHTS	63	2	2
INTRUSION DETECTION SYSTEMS	305	42	31
OTHER (INCLUDES IPE)	2,849	677	656
TOTALS	5,436	774	742

We continue to brief LTG James M. Link, AMC Deputy Commanding General, each quarter. We'll start monthly briefings in May 99. In addition, we brief the ACSIM monthly to prepare him for briefings to the DOD Y2K Project Office. As you can see, there continues to be lots of high level interest in the success of this program. (AMXEN-S/Mr. Oberhardt/DSN 793-6126)

CLEARING UP LOAN DOCUMENTS CLARIFICATION.

Guidance provided in the Sep 98 Bulletin, Number 98-3, requires the following clarification: With the deletion of a line item number or national stock number from SB 700-20, you will use a Reportable Item Control Code (RICC) of 0 instead of RICC 2. Once the item no longer appears in SB 700-20, it is no longer reportable. (AMXEN-E/Mrs. Duncan/DSN 793-8299)

SENDERS OF UNDIRECTED MATERIEL RETURNS BEWARE.

Returning materiel to wholesale depots without disposition instructions from the wholesale item manager may cost your command dollars you didn't count on spending. Only the item manager can instruct you on returning materiel to depots. If your procedures include sending materiel without prior approval, you're leading your command down a very rocky financial road. A new DA policy will include billing those activities for all expenses incurred at the depots for unexpected materiel returns. These expenses can include receiving costs, cost for bringing the materiel to a serviceable condition, transportation costs, depot packing/crating/movement to storage cost, and/or a handling cost when the materiel is sent to the depot's DRMO.

We remind everyone that materiel reported as excess to your needs requires disposition instructions from the wholesale item manager **prior** to returning items to designated storage depots. Undirected materiel returns waste valuable time at both ends of the process and could eventually cost your command critical dollars for needless expenditures. AR 735-11-2, Reporting of Item and Packaging Discrepancies, will define these simple rules more clearly in the next scheduled publication of the regulation. Until then we strongly recommend that you obtain proper disposition instructions from the wholesale item manager for any materiel you return. (AMXEN-S/Mr. Emerick/DSN 793-8316)

COMMAND SUPPLY DISCIPLINE - A MANAGEMENT TOOL YOU CAN'T AFFORD "NOT" TO USE.

We frequently emphasize the importance of implementing a Command Supply Discipline Program (CSDP) at your installation. The stated purpose of the program is to keep the commanding officer informed on the performance of his/her logistics operations. As custodians responsible for the care and safeguarding of property purchased with public funds, the real need for an efficient CSDP should be apparent at your level. Everyone, from accountable officers and primary hand receipt holders to the end users of all property, needs a way of determining the effectiveness of their staff and individual supply discipline procedures.

The CSDP gives you a means of testing your procedures for compliance to regulatory requirements as well as a guide for implementing corrective actions in weak areas that **you** discover. It provides and/or identifies the requirements of compliance, regulatory reference, and frequency of application.

While the purpose of the CSDP evaluations is to provide a key source of feedback to commanders on their unit's strengths and weaknesses, management and individual discipline efforts can use these same evaluations to identify and correct minor problems before they become a major problem for the command.

The frequency of the evaluations cited in AR 710-2, appendix B, is the minimal standard. Don't allow your piece of CSDP to rely on minimal standards. Minimal input usually results in minimal accomplishment. Each individual's supply discipline effort needs to be proactive and not reactive. Our CSMRs indicate that when commands and individuals initiate a more strongly supported CSDP, their efforts have significantly reduced our formal findings. (AMXEN-S/Mr. Emerick/DSN 793-8316)

RECYCLING VS TURN-IN TO DRMO. The DA Deputy Chief of Staff for Logistics Power Projection Message Number 22, Dec 98 includes a caution on recycling. Be especially careful about items with a Demilitarization Code other than "A" and items generated by working capital fund activities. You can read the Power Projection Message on the web at: <http://www.hqda.army.mil/logweb/odcslog/docs/dcslogmsg.htm>. (AMXEN-S/Mr. Strosahl/DSN 793-5827)

SINGLE STOCK FUND (SSF). We have selected Redstone Arsenal Support Activity (RASA) as the demonstration site for SSF. Details of how this demonstration will specifically work, business rules, and demonstration dates are still incomplete at this time. We will work closely with RASA as information becomes available.

As you probably already know, SSF is an Army concept that will make major changes to supply and financial management business practices. The objectives are to integrate the retail (installation) and wholesale inventory

management functions. This integration will result in a single point of sale and credit. (AMXEN-S/Ms. Monn/DSN 793-6879)

AMC INSTALLATION SUPPLY SYSTEM (AMCISS).

Efforts are still underway to bring AMCISS into the 21st Century. The ILSC is changing the system input screens to GUI which will make transaction screens look like a Windows-based application. Additionally, outdated Data Management Routines will change to a Relational Data Base Management System environment using Oracle. All of this will enhance system and data access. Hopefully, testing of the changes will occur during 3d Qtr, FY 99. We will keep you posted on the progress of this initiative. (AMXEN-S/ Ms. Monn/DSN 793-6879)

MARCH IS NATIONAL NUTRITION MONTH.

The American Dietetic Association National Nutrition Month theme for 1999 is "Take a fresh look at nutrition". Eat fresh foods for quick easy meals. Refresh your taste buds. Buy a new food when you grocery shop or dine out. Prepare familiar foods in a different way. Increase your exercise to maintain or decrease your body weight. Good food, well prepared in moderation, is part of a healthy eating pattern. Use the Food Guide Pyramid and food labels as your guides to making healthful choices. Eat right by eating well. (AMXEN-S/Ms. Taylor/DSN 793-8365)

BETTER WAYS OF DOING BUSINESS

PROPER WAY TO RECEIVE DISPOSAL CREDITS FOR FACILITY REDUCTION PROGRAM (FRP):

It is important to keep your RP database accurate and current at all times in IFS and RPS systems. These are the only two automated systems approved by DA for reporting RP accountability. DA relies on the data from these systems and gives FRP credits to MACOMs and their sites.

Gregg Brewer (from ACSIM), program manager for FRP, published an article, "It's Third Quarter FY 98. How Goes the Disposal War?" in the Sep 98 Installations newsletter (available on ACSIM web page at <http://www.hqda.army.mil/acsimweb>). Pay attention to his article, especially paragraphs a, b, c, d, where he gave the steps required by the installations to receive proper FRP credits. The Sep 98 RPI updates had some disposal records with invalid information for the following fields:

- Planned Disposition Code field had codes A, B, C, D, E, and X which are invalid for FRP credit; valid FRP codes are G, H, J, and W.
- RPF Reportability (RPFR) code had "D" (meaning, facility was demolished), but Date Demolition Complete (DDC) field had blanks.

- RPFR code had blanks (meaning facility was not demolished) yet DDC field had a date.

- RPFR had a code of "D" and DDC had a valid date yet a blank in the date drop from inventory. This date is required if you want the record to come out of the RPI.

- Fields - Actual Cost of Demolition, Type of Funds Used, Date Disposal Submitted, McKinney Act dates, Date Disposal Approved, Date Disposal Started - are sometimes left blank.

The best way to find the invalid field information and to correct it before submitting RPI updates is through the use of FRP query given to sites in May 98 with change package 11-01. Do this collecting and correcting of the invalid data at least 1 month before (Feb and Aug) your next scheduled RPI updates (Mar and Sep updates). All reporting sites must correct the invalid data in the database to receive the proper FRP credit for their demolitions. (AMXEN-C/Mr. Yerra/DSN 793-8290)

AMC I&SA PERSONNEL PARTICIPATED IN RPS ICP

A08-11-04. AMC I&SA representatives were the only MACOM personnel to officially participate in a test of the upcoming ICP 11-04 conversion.

Changes to both IFS and RPS ICP A08-11-04 include:

- Implementation of:
 - Revised DA PAM 415-28 (Real Property Category Codes) *.
 - Addition of Unaccompanied Enlisted Personnel Housing Upgrade Status code field.
 - Revised Facility Acquisition Table
 - Revised (Major) Subordinate Command Table **.
- Capability to run stored queries based on inspection ratings from the ISR.

* See separate article on Category Code Conversion.

** Next ICP/Software Change Package will change U.S. Army Chemical and Biological Defense Command to U.S. Army Soldier and Biological Chemical Command.

The IFS and RPS Installation Real Property Offices should begin receiving guidance, both formal and informal (via e-mail), during Jan and early Feb 99 regarding IFS and RPS ICP A08-11-04. ICP A08-11-04 will apply to both GOGO and GOCO installations.

Installations should receive ICP A08-11-04 during late Jan, early Feb 99 time frame. AMXEN-C/Ms. Terrill, Mr. Troyer, and Ms. Jennings (AMC I&SA RP Consultants)/



Gary Troyer, Jenny Jennings, and Karren Terrill
AMC I&SA Real Property Team

DCSEHE&IL BULLETIN - CUSTOMER FEEDBACK SURVEY.

I have enclosed a customer feedback survey as the last page of this issue. We would appreciate hearing from you. Your input will help us ensure that we are meeting your needs. If you have any questions or need information on the Bulletin, contact Jan Swift, DSN 793-5536, or send email to swiftj@ria.army.mil. (AMXEN/Ms. Swift/DSN 793-5536)

ATTABOYS!

1998 AMC FIRE PREVENTION AND PROTECTION AWARD PRESENTATIONS.

During this year's AMC Fire Chief's Training Session in Louisville, KY, we announced award winners and runners-up for the 1998 Fire Prevention and Protection Program Contest. We presented decorative award plaques to the following representatives and installations:

CATEGORY	WINNER	RUNNER-UP
GOGO Installations	Yuma Proving Ground	US Army Garrison Fort Monmouth and Rock Island Arsenal
GOCO Installations	Lake City AAP	Hawthorne AAP
AMC Fire Fighter of the Year	Michael Kuk Savanna Army Depot Activity	None

Congratulations to the winners and runners-up! A special thanks to all the installations that entered this year's contest. (AMXEN-C/Mr. Oehler/DSN 793-8260)

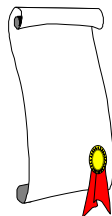
AMC SUPPLY EXCELLENCE AWARD (SEA) WINNERS ANNOUNCED.

A review panel comprised of MSC representatives and AMC I&SA staff members selected AMC's FY 99 SEA winners and runners-up in the following three categories:



- Installation Level (TDA Installation):
 - Winner – Red River Army Depot
 - Runner-up – Aberdeen Proving Ground

- Activity Level (TDA Tenant):
 - Winner - Aviation Technical Test Center
 - Runner-up – None
- Company Level (MTOE):
 - Winner – 389th Army Band (AMC's Own)
 - Runner-up-2d Maintenance Company (TMDE)



These awards recognize extraordinary supply operations, performance improvements, and supply initiatives. The winners will represent AMC in the Army's worldwide competition for the prestigious Army Chief of Staff Award. Congratulations to all and good luck to our winners in the next level of competition! (AMXEN-S/Ms. Kilpatrick/DSN 793-8317)

FOR THE COMMANDER:

P. S. MORRIS
Colonel, GS
Deputy Chief of Staff for
Engineering, Housing, Environment,
and Installation Logistics